

Announcement No.: 12-13
15 December 2012

Career Opportunity

United States District Court – Southern District of Texas

Position: Judicial Support Specialist; Full-Time Position
Location: Houston, Texas
Closing Date: Until Filled
Starting Range: \$34,961 - 56,894 (CL23*)
Pay Range Upon Certification: \$42,777 - 69,574 (CL25*)



**Salary Commensurate with Qualifications.*

POSITION OVERVIEW:

The United States District Court for the Southern District of Texas is seeking qualified applicants for its Judicial Support Specialist Program, which is a developmental program designed for individuals interested in career opportunities with the federal judiciary. A fully certified Judicial Support Specialist (“JSS”) performs a variety of critical duties for the Court, including opening of cases upon receipt of initiating documents, such as complaints, indictments or petitions; summarizing case events on the automated docket; assisting with the selection of juries; recording court proceedings electronically; certifying court records; ensuring data quality; and closing cases upon receipt of terminating documents, such as judgments and closing orders. Employees in this program are expected to assist customers with the use of publicly designated computer terminals and provide basic non-legal information to the public, bar and the Court. Limited cashiering duties associated with the collection of fines and fees as well as mail processing are required.

Additionally, JSS personnel will be trained to serve as back-up to case managers, who act as liaison between the judicial officers and the bar; prepare statistical summaries on the status of cases; serve as a primary source of information on scheduling and case processes; attend trials, court sessions and conferences as needed; administer oaths to witnesses, juries and interpreters; assist with the orderly flow of court proceedings including, but not limited to, setting up courtrooms, assuring presence of all necessary participants and managing exhibits; and ensure that the record reflects any actions taken by the judge.

QUALIFICATIONS:

Qualified candidates must possess a high school diploma or equivalent, two years general progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position, and one to three years experience requiring the application of clerical procedures, the routine use of keyboard skills, use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws.

Applicants should be able to handle a large volume of work and possess the ability to multi-task, prioritize and manage his/her own workload. Excellent customer service, communication and organizational skills are also required.

Preference will be given to applicants who have a four-year college degree in related fields; experience and judgment with legal documents such as those that might be found in a law office or in another court of any jurisdiction, or prior paralegal experience. Strong preference is given to candidates who have experience in both civil and criminal law.

Applicants must be able to work eight hours daily between the hours of 8:00 a.m. and 5:00 p.m. Additionally, the applicant must be a United States citizen or able to prove that he/she is currently seeking United States citizenship.

BENEFITS:

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, life insurance, long-term care and long-term disability insurance, 10 annual holidays, and annual and sick leave accrual plans.

APPLICATION PROCESS:

To be considered for this position, please submit the following: (1.) a completed employment application; (2.) resume; (3.) cover letter, noting the position number; and (4.) essay responses, not exceeding two pages in total, addressing the following: (i.) Why you are interested in a career with the federal judiciary; (ii.) How your knowledge, training and skills would benefit the Court; and (iii.) Why you are *the* candidate to fill this position? An employment application may be obtained from our website at www.txs.uscourts.gov/jobs or by calling 713.250.5508.

Please submit the requested material in *one PDF attachment* via e-mail to employment@txs.uscourts.gov. You may also submit your materials via regular mail or fax to:

United States District Court - Southern District of Texas
Human Resources, Announcement No.: 12-13
P.O. Box 61010
Houston, Texas 77208
Facsimile: 713.250.5717

Internal applicants may apply by submitting the requested information to HR and providing a copy to his or her immediate supervisor.

MISCELLANEOUS:

Participation in the interview process is at the applicant's own expense. Applicants may be asked to take a proficiency test. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.

Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Employees who work for the Court are considered "at-will" and work at the pleasure of the Court. As a condition of employment, successful applicants will be subject to a background check, credit check and/or records check with law enforcement agencies. Also, this position is subject to mandatory electronic funds transfer participation for payment of net pay.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

EQUAL OPPORTUNITY EMPLOYER